



JOB DESCRIPTION

Title: **FINANCIAL ADMINISTRATIVE ASSISTANT**
Department: Finance
Class Code: 6054
FLSA Status: Non-Exempt
Effective Date: July 1, 2001
Grade Number: 13

GENERAL PURPOSE

Under the supervision of the Director of Finance and Administration performs accounting, payroll, treasury, secretarial and administrative duties requiring the exercise of independent judgment.

EXAMPLE OF DUTIES

- *-- Reconcile and process for payment payroll related disbursements; taxes, retirement, life insurance, deferred compensation, dues, long term disability, insurance premium billing.
- *-- Prepare forms for the Internal Revenue Service, Department of Employment Security and State Tax Commission.
- *-- Input and verify payroll master file maintenance data; input, reconcile and update payroll hours for payment; input and update IRS 125 data; transmit payroll by personal computer to bank.
- *-- In absence of City Treasurer performs administration in receiving, receipting, accounting for and custody of City cash; keeps detailed account of all monies received by the City, prepares bank deposits and reconciles accounts with accounting personnel.
- *-- Receives all visitors or calls for the Director; handles questions on matters of a technical nature and directs others to appropriate staff members.
- *-- Performs a variety of administrative duties for the Director; processes requisitions on the HTE system for the Department.
- *-- Compiles, types and maintains department records; responds to technical questions from the public and gives them necessary information.

- *-- Collaborates with MIS programmers in the correction of software problems that arise in the payroll process.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college with an Associate's Degree in Accounting and three (3) years of related payroll accounting/treasury experience, to include six (6) months of word processing, spreadsheet and HTE system experience OR any equivalent combination of education and experience.

Special Requirements

- Must be bondable.

Necessary Knowledge, Skills and Abilities

- Working knowledge of principles of payroll accounting, treasury operation and the general accounting process; working knowledge of modern office methods, procedures and equipment.
- Ability to keep routine financial records and to prepare routine financial reports; ability to communicate effectively, verbally and in writing; ability to create effective working relationships with employees and other departments.

TOOLS & EQUIPMENT USED

- Personal computer, including spreadsheet and word processing software; central financial computer system; telephone; 10-key calculator; copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.